

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Police Sergeant

BAND	GRADE	SUBGRADE
P	33	
<b>DEPARTMENT:</b> Police	<b>ACCOUNTABLE TO:</b> Police Lieutenant	<b>FLSA STATUS:</b> Non-Exempt
<b>CLASS SUMMARY:</b> Incumbents are responsible for performing the duties of a police officer and directly supervising and coordinating the activities of a squad. Duties include: performing police officer duties, conducting performance evaluations and maintaining personnel files, performing inspections of officers and equipment, performing administrative duties such as maintaining daily logs and monthly reports, providing direction and guidance for patrol officers, supervising the jail, screening felony arrests, supervising crime scenes and investigations, serving as Crisis Response Team Leader, identifying areas of potential liability and taking corrective action, providing and supervising alternative activities for youth and attending meetings with public officials.		
<b>DISTINGUISHING CHARACTERISTICS:</b> This is the third level of a six level police officer series. The Police Sergeant is distinguished from the Senior Police Officer in that the Sergeant has full supervisory authority. The Police Sergeant is distinguished from the Police Lieutenant in that the Sergeant does not have supervisory responsibility over multiple squads or shifts.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Provides direction and guidance for patrol officers to include: scheduling and monitoring work, conducting performance evaluations, updating and maintaining personnel files, providing training, performing random vehicle and equipment inspections and conducting complaint investigations.	Daily	
2.	Supervises crime prevention and police activities to include: reviewing all crime reports, intelligence reports and field interview cards; scheduling and ensuring highly visible patrols; supervising criminal and other incidents and investigations; ensuring all equipment and vehicles are operational and receive proper maintenance; supervising alternative activities for youth; supervising the jail; and, screening felony arrests.	Daily	

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3.	Performs the duties of the Police Officer.	Daily	
4.	Assists police officers on difficult calls and in preparing reports; ensures proper documentation and follow-up; approves evidence to be destroyed; and maintains daily logs monthly reports.	Weekly	
5.	Conducts investigations and/or interviews with suspects, witnesses and/or victims, including investigating citizen complaints.	Weekly	
6.	Performs other duties of a similar nature or level.	As Required	
<b>Knowledge</b> (position requirements at entry): Knowledge of: <ul style="list-style-type: none"><li>• Federal, state, local and vehicle laws and ordinances;</li><li>• Laws of arrest;</li><li>• Police procedures;</li><li>• Crime prevention techniques;</li><li>• Criminal behavior;</li><li>• Emergency response techniques;</li><li>• Health and Safety Codes;</li><li>• Interviewing and investigation techniques;</li><li>• Radio communication and procedures.</li></ul>			

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**Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating personnel;
- Training police officers in policies and standard operating procedures;
- Writing and reviewing technical reports;
- Handling people in all types of situations;
- Responding to emergencies;
- Using force to stop or prevent equal or greater force;
- Administering first aid;
- Gathering information and evidence;
- Using equipment such as two-way radios, police vehicles and weapons;
- Using office equipment such as phones, copiers and fax machines;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

Equivalent to High School Diploma or General Equivalency Diploma (G.E.D.) with additional course work in criminal justice preferred. Requires 3 years law enforcement experience (including probationary periods and/or sworn service with other law enforcement agencies) and successful completion of Lake Havasu City probation.

**Licensing Requirements** (position requirements at entry):

Positions require:

- Valid Arizona Driver's License;
- United States Citizenship;
- State certification as a Police Officer;
- Ability to pass a background examination.

**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to work space restrictions, intense noises, travel and deadly weapons.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (hkn)

Date: 5/98

Rev: 8/05 (skm); 11/06 (jls); 07/07 (jls)

Rev. 07/07